



BID/PROPOSAL

COMMODITY: MEDICAL SUPPORT SERVICES TO UNOLS DATE: 3/4/2016

FORMAL BID NO. _____ PUBLIC BID NO. _____ RFP NO. 7066

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 3/25/2016 TIME: 3:00 PM

BUYER: DEBRA LEE / MSC  SURETY REQUIRED: YES: _____ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: _____ TIME: _____
MANDATORY: YES: _____ NO: _____

LOCATION: _____

BE SURE ALL INFORMATION SHOWN BELOW IS CORRECT.
FEDERAL EMPLOYER IDENTIFICATION NUMBER MUST BE INCLUDED.

COMPANY NAME: _____ FEIN: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

ORDERING E-MAIL ADDRESS: _____

**No offer will be considered that is not accompanied by the attached
University of Rhode Island Bidder Certification Form/Contract Offer
completed and signed by the offeror.**

Print Name and Title _____

Telephone Number/Facsimile Number _____

Signature _____

Date _____

Company F.E.I.N. _____

THIS BID WILL NOT BE HONORED UNLESS SIGNED

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an internet solicitation is unsuccessful, the University of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov, Solicitation Opportunities +, Other Solicitation Opportunities or appearing in person at the University of Rhode Island Purchasing Office Mondays through Fridays between 8:30 am – 3:30 pm. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified "no substitute", product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND BOARD OF GOVERNORS FOR HIGHER EDUCATION CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase. The regulations, General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: www.ribghe.org/procurementregs113006.pdf and www.purchasing.ri.gov.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS. Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <http://www.purchasing.ri.gov/rulesandregulations/rulesAndRegulations.aspx>

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

____1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If so, then provide details below.

____2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.

____3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.

____4 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

____5 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2 any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

____6 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

____7 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

____8 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

____9 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

____10 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<http://www.purchasing.ri.gov>) and the Board of Governors Website (www.righe.org/procurementregs113006.pdf) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

____11 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

____12 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: _____

____13 I/we certify that the above information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 – 3 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #4 – 11 and 13 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer Telephone Number

THE UNIVERSITY OF RHODE ISLAND

Solicitation Information

RFP NO. 7066

TITLE: Medical Support Services to UNOLS

OPENING DATE AND TIME: 03/25/16 @ 3:00pm

PRE-BID/ PROPOSAL CONFERENCE: No

Questions concerning this solicitation may be e-mailed to , URI Purchasing Department, at URIPurchasing@uri.edu no later than 3/11/16 @3:00pm (Eastern Time). Please reference RFP **No** 7066 on all correspondence.

SURETY REQUIRED: No

BOND REQUIRED: No

Debra Lee
URI Assistant Purchasing Agent

NOTE TO VENDORS:

Offers received without the entire completed University of Rhode Island Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Board of Education/University of Rhode Island is soliciting proposals for the UNOLS Medical Advisory and Support Service from qualified OFFERORS, and in accordance with the terms of this Request for Proposal and the Board of Governors General Terms and Conditions of Purchase which may be obtained at:

<http://www.ribghe.org/procurementregs113006.pdf> . The initial contract period will be July 1, 2016 to April 30, 2017, with the option to extend two (2) additional years to April 30, 2019.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the University of Rhode Island Purchasing Department pursuant to the request, other than to name those offerors who have submitted proposals.

The scope of work is described herein.

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The University assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the University of Rhode Island Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other University locations or which are otherwise not present in the University of Rhode Island Purchasing Department at time of opening for any cause will be determined to be late and will not be considered. For the purpose of this requirement, the official time and date shall be that of the time clock in the reception area of the URI Purchasing Department.

It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontractors are permitted, provided that their use is clearly indicated in the vendor's proposal, and the subcontractor(s) to be used is identified in the proposal.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

Vendors are advised that all materials submitted to the University of Rhode Island for consideration in response to this RFP will be considered to be public records, as defined in Title 38 Chapter 2 of

the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1
Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

The University reserves the right to award to one or more offerers. The University also reserves the right to award this project based on pricing alone.

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

INTENT:

The University-National Oceanographic Laboratory System, hereafter referred to as UNOLS, is based at the University of Rhode Island's Graduate School of Oceanography. UNOLS is soliciting for a medical advisory and support service contract for the eighteen research vessels that comprise the UNOLS Academic Research Fleet. The subscription agreement must provide twenty-four hour, seven days a week, year-round medical advisory support service for the UNOLS fleet of academic research vessels and this will be a fixed annual rate contract

SPECIFIC REQUIREMENTS:

This is a request for bid proposals to provide medical support services to the University-National Oceanographic Laboratory System (UNOLS) Fleet as described below and in the scope of work. Contract oversight will be carried out by the UNOLS Office which is located at the University of Rhode Island's Graduate School of Oceanography, Narragansett, Rhode Island.

The UNOLS Fleet, (www.unols.org) consists of 18 ships designated as oceanographic research vessels. These ships are operated by United States academic and oceanographic institutions and conduct operations throughout the world's oceans. From 2012 to 2014 a total of 204 cases across the entire UNOLS fleet were handled by the current provider.

The initial contract term will be from 7/1/2016 to 4/30/2017 with the option to renew for two (2) additional years from 5/1/2017 to 4/30/2018 and 5/1/2018 to 4/30/2019 contingent on available funding. At the option of UNOLS and with adequate funding, we may extend by one (1) year increments for a total maximum term of 2 years and 10 months. Written notice of each extension shall be given to the contractor at least thirty days (30) prior to the expiration date of such initial term or extension in the form of a change order to the award.

The contract shall be awarded based on an evaluation of the vendor's ability to provide the services and the cost of the services. Other factors will include an evaluation of the start-up costs to UNOLS and the individual ship operators, the breadth and quality of support services and the quality of the medical advice service. An additional consideration in evaluating the proposals will be costs associated with integrating a new medical supply and inventory system into an existing system. Bidders must provide a brief description or an example explaining their capability to provide each service listed below.

- Communications facilities and procedures
- Medical Response team including personnel qualifications, licenses, certification, staffing
- Medical Advice Protocol
- Medical Evacuation coordination
- Follow-up care and in port medical services
- Medical Records including review, storage, and retrieval systems
- Medical incident and annual reports
- Shipboard medical equipment and pharmaceutical inventory records systems
- Annual Medical incident drills
- Immunization requirements
- Pharmaceutical supplies.

Vendors must provide a Medical Protocol Manual with the bid package. A draft of this document is acceptable

Vendors must provide the names, contact persons and telephone number and/or e-mail of at least three clients for whom the Vendor has provided medical services of similar scope, size, and circumstance.

We are requesting a medical advice and support service for the (18) research vessels that comprise the University-National Oceanographic Laboratory System (UNOLS) Fleet. We plan to subscribe to a service that provides for each of the (18) ships use of the medical services described below at a fixed annual rate.

The subscription agreement would provide twenty-four hour/ seven days a week/ year round medical support service for the UNOLS fleet. This contract will include a system for review, storage, and immediate access to submitted medical histories or records and pharmaceutical/medical supply inventories, advice on the shipboard pharmaceuticals and medical supplies, medical

evaluation coordination and assistance, and consultation services for medical diversion options, follow-up and shore-side medical care.

In addition, though while not paid for under the contract, the vendor providing the medical advice and support service must be able to offer a set of supporting medical services, available by agreement or contract between the provider of medical support service and the individual ship operating institutions subscribing to the service. This should include the following services.

- Assistance in purchase and inventory control of shipboard pharmaceuticals and medical supplies.
- Advice on the selection of and assistance in arranging for medical facilities, (e.g. clinics or hospitals) for shore-side medical care. This includes follow-up care to medical incidents at sea or routine medical care such as pre-employment physicals, routine physicals, preventive medical care, random drug testing, and consultation and advice on standards of physical fitness for sea duty and shipboard environmental/occupational health.

GENERAL DESCRIPTION:

Description of the Fleet:

The University-National Oceanographic Laboratory System (UNOLS) is a consortium of 62 academic institutions and national laboratories involved in oceanographic research. This unique organization, originally created in 1971, ensures access to research vessels and other major shared use facilities that support U.S. research and education programs. The current UNOLS fleet consists of (16) research vessels ranging in size from 66 ft. to 274 ft. Two new research ships, the R/V *Neil Armstrong* & R/V *Sally Ride*, will join the UNOLS fleet in mid-2016 which will bring the total to 18 ships.

The UNOLS fleet consist of (4) classes of vessels.

- Global Class- are the largest and most capable with the ability to work worldwide with the greatest endurance and large scientific parties
- Ocean/Intermediate Class- are slightly smaller than Global class vessels and are highly capable but typically not globally ranging
- Regional Class- are smaller than the Ocean Class and are optimized for operation in coastal waters, bays, and estuaries
- Locals Class- are the smallest and used primarily in waters adjacent to their homeports

These oceanographic ships are operated by the 14 different UNOLS institutions which are collectively known as UNOLS vessel operators. The total number of institutions and/or numbers of ships may vary in subsequent years as new ships are brought online and older ships are retired.

The ships are staffed with professional licensed mariners, crews, and sea going technicians ranging from 2 to 22 personnel, with a fleet total of 239 crew members. These crew members are employees of the institution operating the individual ships, and in many cases remain as crew

members on a particular ship for many years. Temporary crew members are also employed. Each individual institution has their respective pre-employment and periodic physical requirements.

In addition to the operating crew, each vessel embarks from 6 to 37 scientific and technical personnel on a particular voyage. The total scientific/technical compliment for the UNOLS fleet may be as many as 384 persons. Typically scientists are aboard a ship for only one or two cruises of 1-50 days each and may not participate again for several months or years. They are often employees of UNOLS institutions or non-UNOLS organizations or agencies. Scientific personnel are rarely required to take physical examinations and records of recent exams are not usually available. They are typically asked to complete a brief medical history form, provide a statement on their health, and inform ship operators of known health problems or medications they are taking. Medical history forms are collected and remain under the ship master's control during the length of the voyage.

The following table below provides additional information on the ships and specifications of each vessel.

UNOLS RESEARCH VESSELS- effective 25 January 2016

OPERATING INSTITUTION	SHIP	OWNER	# of crew/scientists	Size (ft.)
Global Class (5 ships)				
University of Alaska/Fairbanks	SIKULIAQ	NSF	20/24	261
Lamont-Doherty Earth Observatory	MARCUS LANGSETH	NSF	20/35	235
University of Washington	THOMAS G. THOMPSON	Navy	21/36	274
Scripps Institution of Oceanography	ROGER REVELLE	Navy	22/37	274
Woods Hole Oceanographic Institution	ATLANTIS	Navy	22/37	274
Ocean/Intermediate Class				
University of Hawaii	KILO MOANA	Navy	20/29	186
Woods Hole Oceanographic Institution	NEIL ARMSTRONG*	Navy	20/24	238
Scripps Institution of Oceanography	SALLY RIDE*	Navy	20/24	238
University of Rhode Island	ENDEAVOR	NSF	12/18	184
Oregon State University	OCEANUS	NSF	12/18	177
Bermuda Institute for Ocean Sciences	ATLANTIC EXPLORER	BIOS	12/22	170
* Joining fleet in mid- 2016				
Regional Class (1)				
University of Delaware	HUGH R.SHARP	Univ. of DE	8/14	146
Coastal/Local Class (6)				
Scripps Institution of Oceanography	ROBERT G. SPROUL	SIO	5/12	125
University of Washington	CLIFFORD A. BARNES	NSF	2/6	66
Louisiana Universities Marine Consortium	PELICAN	LUMCON	5/17	116
University System of Georgia	SAVANNAH	U. Georgia	4/18	92
University of Minnesota - Duluth	BLUE HERON	U. Minn.	4/6	86
Fleet Total of Crew and Science Berths			239	384

Description of the Service

This contract service must include:

A communication center with access to a communication specialist and licensed medical personnel to be able to provide medical advice to the ships in real time. This team must be able to provide medical evaluation, clear step by step instructions and assistance in treating a wide range of illnesses and/or injuries. Licensed personnel required to prescribe medications, controlled substances, over-the-counter drugs as necessary, are required in the case management responsibilities.

An option to procure pharmaceutical and medical supply inventories as well as the advice on the shipboard pharmaceuticals and medical supplies to administer. The procurement of all medical supplies is the financial responsibility of each operating institution and these expenses are not part of the UNOLS Office annual contract. The procurement and resupply of all pharmaceuticals must be available for shipment to meet the UNOLS ships in any and all ports of the world.

Consultation services for medical evaluation, potential medical diversion options and advice for follow-up and shore-side medical care must be included in this service.

The medical support service requested must cover all 239 crew and 384 scientists/technicians for medical incidents at sea. Other aspects of shore-side medical care must also be provided or made available as well. These additional services will be arranged directly with the institution receiving the services. All costs associated with these additional services are directly charged to the institution at a rate equal to or better than the best rate available to other clients of the provider.

GENERAL SCOPE OF WORK TO BE PERFORMED:**Specified Services-****Medical Support Service at Sea**

The essential element of the service required is medical advice and support for incidents of illness or injury to all the personnel aboard the UNOLS while ships at sea. The outline of services needed is delineated below and must be fully described by potential providers. Items "a" through "g" are included in the contract, except where noted. Items "h" through "j" would be provided at additional cost to the individual ship operating/contracting institution as needed or requested by the individual institutions.

- a) A communications facility or capability must be maintained by the provider with the ability to communicate at any time with the ships covered, in a prompt, reliable, and efficient manner. Typical means of communication may include INMARSAT or other satellite phone system, cellular phone, facsimile, commercial marine operator, direct radio communications and others. The successful service provider will contact each individual institution/ship covered to establish an effective working communications interface and will maintain an accurate up to date database of primary and secondary methods for each ship. E-mail should be used for non-emergency traffic, as a backup to voice communications, and case status when communicating with the operating institution.
- b) A medical response team capable of rendering sound, prompt advice for medical incidents at sea will staff the communications facility at all times. The response team must be skilled, well trained, well qualified, of sound medical judgment and properly licensed/certified (per all applicable State and Federal regulations). It is of paramount importance that in the event of a medical incident at sea that the primary respondent be experienced in telemedicine. He/She must be medically qualified, skilled, and of sound judgment. Providers will ensure immediate access to a doctor authorized to prescribe medications and use of equipment such as defibrillators and other medical appliances available on the vessel during medical incidents. Case management and incident records will be coordinated between shifts to ensure continuity of service. Vendor should be prepared to document these capabilities and the qualifications of medical personnel through references, licenses, certifications, case studies, reports, and other suitable means in their bid submittal.
- c) A medical protocol must be established, documented and provided to each institution/ship covered. This protocol will provide for means and procedures to gather and make available during medical incidents the medical records/history of the individual under care, a systematic dialogue for reporting, responding to and treating medical incidents, points of reference for deciding on medical evacuation or diversion, provisions for follow-up care ashore and provision for documenting and reporting medical incidents. Manuals to document and demonstrate the protocol will be furnished by the awarded vendor to the UNOLS Office, to each institution and each ship operated by that institution. A total of 38 copies are required. Manuals, instructions, forms, and reports should also be available in digital format. These protocol manuals must be annually reviewed to ensure they are current throughout the contract period.
- d) Medical evacuation coordination and assistance will be provided as necessary in connection with medical incidents. This service should consist of contact with rescue organizations, government authorities, and medical facilities to coordinate and advise on evacuation and facilities for shore-side follow-up care. A list of worldwide affiliations for facilitating rescue and medical treatment should be included in the protocol manual. Pass-through billing for these services should be reviewed for appropriateness by the vendor. Direct costs for evacuation and follow-up care are not part of the contract.
- e) Follow-up medical care and in some instances routine medical care may be required at any port in the world. Vendor should have contacts such that they can advise on the capabilities of medical facilities worldwide, and have provisions to monitor follow-up care both to assure its quality and to garner records of care for medical histories and to document treatment for reports. Costs for follow-up care ashore are not covered in this contract.

- f) Each medical incident will be thoroughly documented, reviewed and signed by the responsible physician and reported to the institution on whose ship the incident occurred. A follow-up message will be sent to the ship and institution after a case is closed to ensure all the details have been properly handled and to ensure there are not continuing problems with the case. Final incident reports should be sent when the case is closed and within 30 days at the latest. In addition, annual reports will be made summarizing medical incidents/responses to both the UNOLS Office for the entire UNOLS fleet and to each operating institution for their respective ship(s). These summary reports will not include names of individuals, but will characterize incidents by type of illness or injury, responses made, and disposition. Service Provider may be invited attend and to give reports in person at the annual UNOLS Research Vessel Operator's Meeting. (RVOC)
- g) A recommended inventory listing of pharmaceutical/medical supplies will be provided to each ship covered and tailored to the size and operating profile of that ship. Materials in the inventory will be standardized to facilitate use in response to medical incidents. The Awarded Vendor will provide a comprehensive and accurate cross-reference for pharmaceuticals and medical supplies if their inventory list and/or nomenclature differ from that presently in use aboard the ships. Inventory forms and inventories will be provided in digital format that allows input into common database or spreadsheet programs. The provider will work with each institution to minimize changes to their existing inventory systems, medical locker contents and to ensure that it reflects the needs of their operating profile.

The following items are services provided directly to UNOLS institutions over and above the blanket medical advice and support services contract but should be addressed in the provider's proposal.

- h) Vendor must be able to provide training courses and drills in the use of the vendor's medical response protocol and communication procedures for ship personnel. The training should familiarize key shipboard personnel with how to contact the medical support service, how to report medical incidents, and how to carry out medical procedures and care that might be expected of them during medical incidents. Costs and arrangements for training are to be settled between the provider and the individual institutions. These training sessions may be conducted in-person or through webinar type internet sessions. An effort should be made to consolidate training opportunities so that several UNOLS institutions have an opportunity to attend to increase efficiency of training and to reduce costs.
- i) Providers must also act as agents for procuring medical supplies, but costs involved will not be part of this contract. In supplying pharmaceuticals to the vessels, the successful Vendor will ensure that any pharmaceuticals shipped will have a remaining shelf life of at least one year. In special cases, when this is not possible, the Vendor will provide a written memo with the order explaining why the shelf-life requirement cannot be met and/or why a requested pharmaceutical is unavailable. The memo shall also describe a follow up plan for getting appropriate/requested back-ordered supplies to the ship. The provider will serve as the medical officer authorizing and prescribing the purchase of pharmaceuticals from other suppliers if requested by any UNOLS operator institution. Bidder shall provide information on how they would provide for pharmaceuticals and medical supplies to ships and institutions, including foreign ports.

- j) The Vendor must also be capable of contracting directly with the individual institutions or providing assistance in contracting for shore-side medical services such as pre-employment physicals, preventative medical care, routine physicals, random drug testing and medical review officer support, etc. if requested.

PROJECT KEY COMPONENTS:

Materials and Reports

Program Materials-

Within fifteen (15) days of the contract, awarded vendor will provide:

One (1) Medical Protocols Manual for each designated vessel and one (1) additional copy to each institution.

One (1) Guide to Pharmaceuticals and Medical Supplies for each designated vessel.

Four (4) Pharmaceutical/Medical Supplies Inventory forms for each designated vessel.

One (1) medical history form for each crew and scientific, technical personnel. An electronic form is acceptable.

One (1) Guide to Conducting Medical Drills for each vessel.

One (1) Communication Guide for each vessel.

One (1) copy of each of the above items to the UNOLS Office.

Reports

Medical Incident Notification/Reports

An initial notification message of a medical incident in progress will be forwarded to the UNOLS institution's shore based marine operations contact (s) for medical cases as soon as possible after the incident occurs. Documentation of the medical incident, in the form of a medical summary, signed by the responsible physician, will be forwarded to the designated institution official within thirty (30) days of case closure.

Annual (Calendar Year) Statistical Report

An annual statistical report of the number of incidents, type, and duties of personnel involved, will be provided during the 1st quarter of the next calendar year, to the operating institution, for individual ships and to the UNOLS Office for the entire fleet.

SECTION 3 TECHNICAL PROPOSAL

Responses will be evaluated in three parts.

Part one will require review of a bidder's provided hard copy of the 2016 Standards Information Gathering Questionnaire (hereafter called the SIG2016).

The SIG 2016 form may be accessed electronically at <https://security.uri.edu/forms/sig> and will need to be completed by each bidder. The SIG is intended to simplify and speed up the process of gathering the information to assess the controls used by your organization to protect the University's data, comply with the terms of the agreement and provide an operationally stable, protected and recoverable service.

The printed SIG2016 response will be reviewed and approved for compliance by the Associate Director of Information Security prior to the Technical Review. Bids whose SIG's are not approved by the Director of Information Security will not proceed to the Technical Review.

Part two will be the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

1. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide University evaluators with a broad understanding of the offeror's technical approach and ability.

2. Capability, Capacity, and Qualifications of the Offeror

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).

3. Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the University's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

4. Previous Experience and Background, including the following information:

- i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;
- ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

SECTION 4 COST PROPOSAL

A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service. Attached is a table or matrix for specific fees/rates or requested breakdown (see page 13).

PROPOSAL QUESTIONS & SUBMISSION

Questions concerning this solicitation may be e-mailed to the Purchasing Department at URIPurchasing@uri.edu no later than the time and date indicated on page 1 of this solicitation. Please reference the RFP No. on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Offerors are encouraged to submit written questions to the University of Rhode Island Purchasing Department. **No other contact with University parties will be permitted.** Interested offers may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the University of Rhode Island Purchasing Department will not be considered.

Responses (**a original plus 3 copies**) should be mailed or hand-delivered in a sealed envelope marked "RFP # - 7066" to

MAIL TO:

UNIVERSITY OF RHODE ISLAND
PO BOX 1773
PURCHASING DEPARTMENT
KINGSTON, RI 02881

COURIER:

UNIVERSITY OF RHODE ISLAND
PURCHASING DEPARTMENT
10 TOOTELL RD.
KINGSTON, RI 02881-2010

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other University locations or which are otherwise not presented in the URI Purchasing Department by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the URI Purchasing Department will not be considered. The "official" time clock is located in the reception area URI Purchasing Department. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RFP7066 COST PROPOSAL

Schedule of Fees

Types of Service	Pricing for UNOLS Fleet
MEDICAL ADVICE & SUPPORT SERVICES- Remote Medical Assistance & Medical Supply	Period of Performance- 7/1/2016 to 4/30/2017 Annual fee\$ _____
MEDICAL ADVICE & SUPPORT SERVICES- Remote Medical Assistance & Medical Supply	OPTIONAL- Year 2 5/1/2017 to 4/30/2018 Annual fee\$ _____
MEDICAL ADVICE & SUPPORT SERVICES- Remote Medical Assistance & Medical Supply	OPTIONAL- Year 3 5/1/2018 to 4/30/2019 Annual fee\$ _____

RESPONSE CONTENTS

Responses should include the following:

- A completed and signed URI Bidder Certification Form included with this proposal.
- A **separate Technical Proposal** (total number of copies indicated above) describing the background, qualifications (including all required medical licenses/certifications for personnel that would be associated with this service), experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
- A single **separate, signed and sealed, Cost Proposal** reflecting the fee structure proposed for this scope of service. (see page 13)
- In addition to the multiple hard copies of the technical proposals required, Respondents are requested to provide their proposal in electronic format (CD-ROM, Diskette or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.
- Printed Copy of the bidder's SIG2016 questionnaire (Standards Information Gathering Questionnaire) response.
- Printed copy of your Medical Protocol Manual (draft is acceptable).

SECTION 5 - EVALUATION AND SELECTION

Bidder's SIG 2016 questionnaires must be reviewed and approved by the Associate Director of Information Security. SIG's not approved by the Director of Information Security will not proceed to the Technical Proposal Review.

Technical Proposals will be reviewed by a Technical Review Committee which will evaluate and score all proposals, using the following criteria. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	20 Points
Capability, Capacity and Qualifications of Offeror	20 Points
Quality of Work Plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points*	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

CONCLUDING STATEMENTS

Notwithstanding the above, the University reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The University may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Board's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP and can be found at the following <http://www.ribghe.org/procurementregs113006.pdf>

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE UNIVERSITY OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND. IN ADDITION TO THE ITEMS LISTED ABOVE THE CERTIFICATE OF INSURANCE MUST ALSO INCLUDE: EXCESS/UMBRELLA LIABILITY AND HEALTHCARE PROFESSIONAL LIABILITY.

Copies must be provided of individual doctor's current medical license and their curriculum vitae (all personnel who will be providing medical advice and support under this proposed contract to the UNOLS Fleet.

Certifications must be submitted for any other medical professional that may offer advice to the UNOLS Fleet under this proposed contract.